

# Employment Committee

Minutes of the meeting held on Tuesday 11 June 2019 at the Town Hall, Royal Leamington Spa at 7.10pm.

**Present:** Councillor Margrave (Chairman); Councillors Day, J Dearing, R Dickson, Hales, Jacques, Mangat, Tracey and Wright.

**Also Present:** Councillors Cooke and Leigh-Hunt.

## 4. Apologies and Substitutes

- (a) An apology for absence was received from Councillor Kohler.
- (b) Councillor R Dickson substituted for Councillor B Gifford and Councillor J Dearing substituted for Councillor Kennedy.

## 5. Declarations of Interest

### Minute 7 – Cultural Services – Project officers

Councillor Margrave declared an interest because he was a member of Whitnash Town Council.

### Minute 8 – Members/Trades Unions Joint Consultation & Safety Panel

Councillor Margrave declared an interest because the decision concerned the Whitnash Residents' Association Group.

## 6. Minutes

The minutes of the meetings held on 20 March 2019 and 20 May 2019 were taken as read and signed by the Chairman as a correct record.

## 7. Cultural Services – Project officers

The Committee considered a report from Cultural Services which set out proposals to temporarily expand the Leisure Development Programme (LDP) and Sports and Leisure teams within Cultural Services, by adding three additional fixed term project officers across the two teams.

The two project officers that were being proposed for the LDP team would work alongside the existing posts responsible for delivering the ambitious multi-faceted project on land north of Gallows Hill, and on the delivery phase of the leisure facility projects in Kenilworth and Whitnash. The new project officer in the Sports team would be responsible for rolling out a range of projects included in the Local Facilities Football Plan and a number of outdoor sports projects including tennis court refurbishments, pavilion upgrades, and providing support to a range of local sports clubs across the District as they progressed their own investment projects.

Since the establishment of the previous fixed term posts, the Council's aspirations had expanded, new opportunities had emerged for external funding, and the number of projects in the pipeline had grown. In the last

12 months, a number of these projects had progressed from initiation and feasibility stage through to a stage where additional resources were required to ensure that the projects continued to develop and projects were delivered in line with schedule.

The Head of Cultural Services informed the Committee that she felt there was sufficient interest for the fixed term appointments so that currently there was no need to recruit to the posts on a permanent basis.

**Resolved** that the following fixed term posts be added to the Council's staffing establishment from 1 August 2019 to 31 December 2022:

- (a) Leisure Project Officer (Community Stadium and related projects) (1 x F/T);
- (b) Leisure Project Officer (Whitnash/Kenilworth) (1 x F/T); and
- (c) Leisure Project Officer (Outdoor Sports) (1 x F/T).

#### **8. Members/Trades Unions Joint Consultation & Safety Panel**

Following the local elections in May 2019, the political make-up of the Council changed, which meant there were now five political groups in the Council, rather than the four under the previous administration. This meant that as the smallest political group, the Whitnash Residents' Association Group would not have representation on the Members/Trades Unions Joint Consultation & Safety Panel (MTU). This matter had been raised at a meeting of MTU in June 2019 and it had been agreed that the Constitution for MTU could be changed to increase the number of positions on the Employer's side to five to allow representation from the Whitnash Residents' Association.

**Resolved** that the Constitution for the Panel be amended to increase the number of Councillors on the Employer's side of the Panel to enable all Political Groups to have a representative on the Panel.

#### **9. People Strategy Update**

The Committee considered a report from Human Resources which gave an update on the progress made on the People Strategy Action Plan as discussed at the People Strategy Steering Group (PSSG) and policy updates. Members of the PSSG were Councillors Margrave, Mangat, B Gifford and Wright, supported by the Chief Executive, Heads of Service from Culture, Neighbourhood Services, Housing and the HR Manager and HR Senior Business Partners.

The purpose of the People Strategy was to support the Council's Fit for the Future programme of work. Its aim was to ensure that the approaches to resourcing, learning and development, cultural change and organisational development were designed to deliver the workforce that the Council required. The People Strategy Action Plan underpinned the People

Strategy and reported progress to SMT, CMT, People Strategy Steering Group and Employment Committee.

The Local Government Maternity Leave scheme included the provision to receive 12 weeks' Occupational Maternity Pay at half pay subject to pledging to return to work for at least three months. At the March meeting of the Employment Committee, the requirement to pay back 12 weeks' Occupational Maternity Pay was waived.

It was proposed to amend the Adoption Policy to bring it in line with the Maternity Policy. This requirement to return to work or pay back the 12 weeks' half pay had little impact on retention and it could cause problems in relation to service planning and continuity of provision should a member of staff elect to return to work for the 12 weeks only.

These amendments reinforced the Council's commitment to support family friendly policies.

The report gave an updates under the following headings:

- Learning and Development;
- Communications, Involvement and Engagement; and
- Employee Wellbeing, reward and Recognition.

**Resolved** that

- (1) the report be noted; and
- (2) the requirement to pay back 12 weeks' Occupational Adoption half pay unless returning to work for a minimum of three months is waived in the future is agreed.

## 10. Public and Press

**Resolved** that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following two items, by reason of the likely disclosure of exempt information within paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

| Minute Nos. | Para Nos. | Reason                                                               |
|-------------|-----------|----------------------------------------------------------------------|
| 11-12       | 1         | Information relating to an individual                                |
| 11-12       | 2         | Information which is likely to reveal the identity of an individual. |

The full minutes of the following items would be detailed in the confidential minutes of the meeting.

(Councillors Cooke and Leigh-Hunt left the meeting.)

**11. Restructure of the Contract Services Management Team**

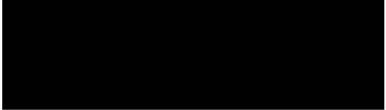
The Committee considered a report from Neighbourhood Services which set out the establishment changes that would be required to support the proposed re-design of the Contract Services Team within Neighbourhood Services.

**Resolved** that the recommendations in the report be approved.

**12. Minutes**

The confidential minutes of the meeting held on 20 March 2019 were taken as read and signed by the Chairman as a correct record.

(The meeting ended at 7.45 pm)



CHAIRMAN  
3 September 2019